



**City of Auburn**  
 1225 Lincoln Way;  
 Auburn, CA 95603  
 Phone (530) 823-4211  
 Fax (530) 885-5508

**COMPLAINT FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Street Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

You may make anonymous complaints if the violation is visible from public view. Simply write anonymous in the appropriate space.

Please understand that our office will NOT give out your private information, allowing you to remain anonymous (unless it is court ordered). Provide your name, address and telephone number so the assigned City Department can contact you to obtain further information, if needed.

Problem Address: \_\_\_\_\_

Please be advised that during an investigation a courtesy letter, notice and order, administrative or criminal citation(s), inspection warrant and seizure warrant may be necessary to effectively remove the violation. Action beyond a courtesy letter can become lengthy.

Complaint Type: Mark as many as applicable. Additional space has been provided for details that may be helpful for the investigation. Please provide first hand knowledge regarding your complaint.

**VEHICLES**

Vehicles must be parked on improved driveways (asphalt/concrete with some exemptions). Describe the vehicle, duration of inoperability and the location in which it rests on the property.  front yard  back yard  one vehicle  more than one vehicle

**JUNK/DEBRIS**

Some examples are vehicle parts, machine parts, scrap, appliances, furniture, containers, lumber, clippings, garbage, etc. Is there trash service to the property?  yes  no  unknown

**SUBSTANDARD STRUCTURES**  **VACANT**

Some examples are failing fences, sewage, no power/water, illegal use, decayed materials, work without a permit, electrical hazards, etc. If you are a tenant, indicate the last date you have legal access \_\_\_\_\_.

**OBSTRUCTION OF RIGHT OF WAYS**

This includes overgrown vegetation, basketball hoops, benches, construction materials, etc.

**SIGNS ON PUBLIC/PRIVATE PROPERTY**

The city ordinance addresses many signs, locations, size, colors, etc. and are reviewed and/or approved case by case.

- Garage Sale/Lost Pet/Contractor for hire, etc. on public property.
- Realtor Sign not located on the actual property for sale.
- Banner/A frame signs  public right of way  private property.

**OTHER**

Approximately how long have any of the above conditions existed?  days  weeks  months  years

Are dog(s) on this property?  yes  no  unknown Your Signature \_\_\_\_\_

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

- Building Department
- PW
- CDD
- Code Enforcement
- Fire Department
- Police

This form was received by (initials) \_\_\_\_\_ date \_\_\_\_\_ Case # \_\_\_\_\_ Closed \_\_\_\_\_

APN # \_\_\_\_\_